



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CORRECTIONAL DEPUTY PROBATION OFFICER I
CORRECTIONAL DEPUTY PROBATION OFFICER II

Class No. 005068
Class No. 005069

■ CLASSIFICATION PURPOSE

To perform security duties, supervise the activities of juveniles or adults in detention and/or correctional facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are found in the Institutional Services Division of the Probation Department. Some positions are also found in specialty assignments.

Correctional Deputy Probation Officer I:

This is the entry-level paraprofessional class of the series. Under direct supervision, incumbents perform duties related to the care, custody and control activities within a detention or correctional facility.

Correctional Deputy Probation Officer II:

This is the lead-level paraprofessional class of the series. Under general supervision, incumbents perform duties related to the care, custody, and control activities within a detention or correctional facility, and may act as shift leaders providing technical guidance and training, and coordinating the activities of subordinate staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Correctional Deputy Probation Officer I

Essential Functions:

1. Maintains security and control within a detention or correctional facility.
2. Supervises meals, recreation, sick call, work assignments and work project activities.
3. Escorts wards within the detention facility.
4. Screens all items going in and out of the facilities.
5. Maintains records and files.
6. Counsels detainees.
7. Assesses treatment issues.
8. Writes incident reports.
9. Computes and records duration of confinement and release dates.
10. Provides orientation to new detainees.
11. Conducts searches and explains rules and regulations.
12. Sounds and/or responds to alarms.
13. Provides information to other law enforcement agencies and the courts.

14. Conducts security checks.
15. Coordinates the transportation of inmates/wards for activities which require them to leave the facility.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Correctional Deputy Probation Officer II

Essential Functions:

All the functions listed above and

1. Interviews inmates/wards and performs limited counseling activities individually and in groups.
2. Prepares and supervises activities of inmates/wards.
3. Acts as shift leader and provides direction to subordinate staff regarding programs, activities and security measures.
4. Makes tour inspections to check on the safety and cleanliness of quarters.
5. Prepares and maintains records.
6. Prepares incident and special narrative reports.
7. Provides technical guidance and training to subordinate staff.
8. Transports minors to various locations.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Principles of human behavior and group dynamics.
- Arithmetic computation methods including addition, subtraction, multiplication, division and simple percentages.
- Organization and coordination of work crews and recreational activities.
- California criminal justice system.
- County customer service objectives and strategies.

Correctional Deputy Probation Officer II (in addition to the above):

- Principles of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Assess situations to prevent or solve problems and take appropriate course of action.
- Exercise good judgment in maintaining order and security, and directing the activities of inmates/wards in a detention/correctional facility.
- Read, comprehend and appropriately apply laws, regulations and policies.
- Prepare clear, accurate and concise reports.
- Understand and follow oral instructions.
- Perform basic arithmetic calculations.
- Satisfactorily operate computers.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Correctional Deputy Probation Officer II (in addition to the above):

- Provide technical guidance and training to subordinate staff.

- Coordinate and direct activities within a detention/correctional facility.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Correctional Deputy Probation Officer I:

1. A high school diploma, GED, or equivalent.

Correctional Deputy Probation Officer II:

1. One (1) year of full time experience at the level of Correctional Deputy Probation Officer I with the County of San Diego, OR
2. Two (2) years of experience in a probation/corrections setting performing counseling, or supervising the activities of work crews or criminal justice offenders.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, running, jumping, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of items weighing up to 150 pounds. Must be able to support and drag for a distance of 20 feet, items weighing up to 150 pounds. Continuous upward and downward flexion of the neck. Occasional: sitting, repetitive use of hands to operate computers, printers and copiers.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Appointees must have the ability to obtain a Class B driver's license.

Certification/Registration

Incumbents in these classes are "Peace Officers" as defined in Section 830.5 of the California Penal Code and as such must meet the minimum standards for peace officers as stated in Section 1031 of the Government Code. Must be 21 years of age by the time of appointment and must be a U.S. citizen or in the process of becoming a U.S. citizen. Incumbents are expected to demonstrate satisfactory computer skills.

Working Conditions

Positions in these classes require working a variety of shifts (some lasting seven days), which may include days, nights, weekends, and holidays. Incumbents may be assigned to work in institutions located in remote areas of the County of San Diego and may work in the presence of hostile and/or aggressive individuals. Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test. Must be found by a licensed physician to be free from any physical, emotional, or mental conditions which might adversely affect exercising the power of a peace officer.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Reviewed: Spring 2004
Revised: June 2006

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Correctional Deputy Probation Officer II (Class No. 005069)

Union Code: PO
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Variable Entry: Y
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